

**LETTER TO PARENTS  
SPECIAL MILK PROGRAM**

Dear Parent/Guardian:

The \_\_\_\_\_ School/District takes part in the Special Milk Program every school day. Children from households that meet federal income guidelines are eligible for free milk. To apply for free milk, complete the enclosed application, sign it, and return it to the school.

- If you now get Food Stamps, Cash Assistance (CA) or Food Distribution Program on Indian Reservations (FDPIR) for your child, that child is eligible for free milk.
- If your household income is at or below amounts on the income chart, your child is eligible for free milk.
- If you have a foster child, that child may be eligible for benefits regardless of your income.

**INCOME CHART**

Effective From July 1, 2004 to June 30, 2005

Household Size	<u>Annual</u>	<u>Month</u>	<u>Week</u>
1 .....	\$17,224	\$1,436	332
2 .....	23,107	1,926	445
3 .....	28,990	2,416	558
4 .....	34,873	2,907	671
5 .....	40,756	3,397	784
6 .....	46,639	3,887	897
7 .....	52,522	4,377	1,011
8 .....	58,405	4,868	1,124
For each additional Family Member add ....	+5,883	+491	+114

**HOW TO APPLY:**

If you are currently receiving Food Stamps, CA benefits, or FDPIR a *Free Meals Program Letter will not be mailed to you.* The district now has access to a Direct Certification System and is able to verify households receiving DES benefits. These children will be automatically qualified to receive free meals. The School/District will notify the household of the child's free meal benefits. If you are currently receiving FDPIR benefits, you will receive a letter indicating that you are certified to receive FDPIR. A copy of this letter may be obtained from your Indian Tribal Organization. If you wish for your child to receive free meal benefits, please submit a copy of this letter to your child's school. If you have not received a copy of this letter, complete the application with your child's name, FDPIR case number and the signature of one adult household member.

If you do not receive Food Stamps, CA or FDPIR benefits, fill in the application with the names of everyone in the household, the amount and source of the income, how often the income is received, and the signature and social security number of one adult household member. If the adult signing the application does not have a social security number, please check the appropriate box.

**OTHER INFORMATION:**

- **VERIFICATION:** Your eligibility may be checked by school officials at any time during the school year. You may be asked to send information to prove that you child should get free milk.
- **FAIR HEARING:** If you do not agree with the school's decision on your application or the results of verification, you may wish to discuss it with the school. You also have the right to a fair hearing. You can do this by contacting the following official:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

- **CONFIDENTIALITY:** The information you give on the application will be used only to allow your child to receive free milk and to verify eligibility.
- **REAPPLICATION:** You may apply for free milk at any time during the school year. If you are not eligible now but have a change, such as a decrease in household income, an increase in household size, become unemployed or receive food stamps, CA or FDPIR for your child, fill out an application then.
- **CHILDREN WITH DISABILITIES:** If a child has been determined by a doctor to be handicapped and the handicap would prevent the child from eating the regular school meal, this school will make any substitutions prescribed by the doctor. If a substitution is needed there will be no extra charge for the meal. If you believe your child needs substitutions because of a handicap, please get in touch with us for further information.

"The United States Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation (see below for definition, readers should be able to click on sexual orientation for the definition), and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

Applications will be determined by\_\_\_\_\_

(Name and Title of Determining Official)

**You will be notified when the application is approved or denied.**